Orbital Space Plane (OSP)
PROCESS DEVIATION/WAIVER REQUEST (PDWR)

1. PDWR NUMBER:	2. DATE:	3. NEED DATE:	4. PAGE: _____ of _____

5. TITLE OF PDWR:	6. ☐ Deviation ☐ Waiver

7. PROCESS REQUIREMENT(S) TO BE DEVIATED/WAIVED (Provide document's title(s), number(s), section(s) and paragraphs(s)):

8. DESCRIPTION OF DEPARTURE FROM PROCESS REQUIREMENT (Provide applicable period of time):

9. JUSTIFICATION/IMPACT/RISK:

ORIGINATOR'S INFORMATION

10. CENTER:	11. MAIL CODE:	12. PHONE NUMBER:	13. E-MAIL ADDRESS:

14. ORIGINATOR:	15. ORIGINATOR'S SIGNATURE AND DATE:

CONCURRENCE

16. NAME AND TITLE OPTIONAL (i.e., Supervisor, LSSE, etc.):	17. SIGNATURE AND DATE:
18. PROGRAM/PROJECT LEAD/MANAGER:	19. PROGRAM/PROJECT LEAD/MANAGER'S SIGNATURE AND DATE:
20. PCB MEMBER:	21. PCB MEMBER'S SIGNATURE AND DATE:

APPROVAL

22. BOARD CHAIRMAN:	23. BOARD CHAIRMAN'S SIGNATURE AND DATE:

Orbital Space Plane (OSP) Process Deviation/Waiver Request (PDWR) Preparation Instructions

This form, "Orbital Space Plane (OSP) Process Deviation/Waiver Request (PDWR)", shall be submitted when an internal OSP, Center ISO, or Agency ISO process is to be or has been violated. This form, however, will not be used to waive or deviate a hardware/software requirement, specification, or problem.

Block 1   Process Deviation/Waiver Request (PDWR) Number: Number assigned by the OSP Receipt and Release Desk, Sandra Jordan, (256) 544-6567. Revisions to the PDWR should be indicated by using a letter following the number (i.e., PDWR-PPC-011A).

Block 2   Date: Date the request was originated or revised.

Block 3   Need Date: Date requested for approval by the Program/Project Control Board (PCB).

Block 4   Page: Page 1 of the total number of pages in the PDWR (including attachments).

Block 5   Title of PDWR: Provide a brief, descriptive title for the PDWR.

Block 6   Deviation or Waiver: Check the block for "Deviation" or "Waiver"
       Deviation: Approval of the PDWR by the PCB granted before action is taken.
       Waiver: Approval of the PDWR by the PCB granted after action is taken.

Block 7   Process Requirement(s) to be Deviated/Waived: State the document's title(s), number(s), and section(s)/paragraph(s) requesting to be deviated or waived.

Block 8   Description of Departure from Process Requirement: Describe the requested departure from the specified process. Describe the deviation/waiver as completely as possible showing the extent of the departure. Attach details if necessary for clarification. The actual difference between the required process and the variation shall be readily discernible. The period of time that this PDWR is applicable should be described.

Block 9   Justification/Impact/Risk: Provide the supporting rationale for the PDWR. Describe the impact(s) and associated risk(s) of the non-approval.

Block 10   Center: Location originator is assigned to (i.e., MSFC, JSC, KSC, etc.).

Block 11   Mail Code: Internal organization code (i.e., UP01).

Block 12   Phone Number: Area code plus 7-digit phone number of originator.

Block 13   E-mail Address: E-mail address of the originator.

Block 14   Originator: Typed name of originator.

Block 15   Originator's Signature and Date: Signature of originator and date signed.

Block 16   Name and Title Optional (i.e., Supervisor, LSSE, etc.): Typed name and title.

Block 17   Signature and Date: Signature and date signed.

Block 18   Program/Project Lead/Manager: Program lead or project manager's typed name of originating organization.

Block 19   Signature of Program/Project Lead/Manager's Signature and Date: Signature of program/project lead/manager and date signed.

Block 20   PCB Member: Typed name of PCB member concurring and/or sponsoring this PDWR.

Block 21.   PCB Member's Signature and Date: Signature of PCB member and date signed.

Block 22.   Board Chairman: Typed name of board chairman.

Block 23.   Board Chairman's Signature and Date: Signature of board chairman and date signed.

(NOTE: PDWR is not approved until processed by the PCB.)